

## **ABSTRACT**

A punch for punching a workpiece. In particular, the invention relates to a punch including a base to stably support the punch and a support member configured to accommodate and locate the workpiece in a punching position. The support member is preferably movably connected to the base and preferably includes at least one punch member configured and operably associated with the support portion to punch the workpiece in the punching position upon an actuation movement of the support member with respect to the base. Another embodiment of the present invention relates to a punch having a paper tray oriented at an angle with respect to the base to support a sufficient portion of a sheet of paper to prevent an unsupported portion from falling over and withdrawing from the support portion. In particular, the paper tray and punch mechanism are oriented to expel paper chips such that the chips are visible to an operator as they are punched.